

From: [Vu, Joseph](#)
To: [Jones, Rotina](#)
Cc: [Hicks, Vickie](#); [Salazar, Maria D.](#); [Edwards, Felicia](#); [Maddox, Donna](#)
Subject: Highland Hills Branch Library Room Reservation Request 09/10/2018
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[LTB-FRM-482 CityofDallasDepartmentsMeetingRoomRequest-05312018_signed.pdf](#)

Good afternoon Ms. Rotina,

Ms. Vickie asked me to forward you a room reservation request. The signed form is attached. Our department is looking to coordinate with the US EPA Region 6 office regarding a community meeting in CM Atkins' district on September 10, 2018 Monday from 5-8pm. The meeting will start at 6pm and end at 730pm. We are requesting additional time to help setup the room and ensure the laptop used will work with the projector in the room.

This is a joint effort by the US EPA and CM Atkins office, Ms. Vickie stated there should be no charge for the room reservation.

Please let us know if we are able to reserve the auditorium room for 09/10/2018, or if you need anything else with this room reservation request.

Thank you in advance!



Joseph Vu MS, P.G.

Environmental Coordinator II

City of Dallas | DallasCityNews.net

Office of Environmental Quality

1500 Marilla Street, 7AN

Dallas, TX 75201

O: 214 671-9385 |

joseph.vu@dallascityhall.com



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CITY OF DALLAS DEPARTMENTS STAFF MEETING ROOM REQUEST

Requester Information

Requester: Joseph Vu Email: Joseph.vu@dallascityhall.com Date: 8/22/2018
 Department/Council Member: Office of Environmental Quality Phone: 214 671 9385 Fax: _____
 Address: 1500 Marilla Street, 7AN, Dallas, TX Zip: 75201

Meeting Information (Meetings scheduled before 10:00am are limited to 1st floor spaces only)

Name of Meeting: EPA Lane Plating Community Update Estimated Attendance 30-50 Date: 9/10/2018
 Description of Activity: EPA Region 6 will be briefing/updating the community in District 8 concerning Lane Plating Works, Inc. SuperFund site where contamination has been found and will be addressed by the federal government

Setup Time: 5pm Breakdown Time: 8pm

Is this meeting/event catered? Yes ☐ No ☒

Locations and Fees (fee increments are 1-2hrs/2-4hrs/4+hrs)

<input type="checkbox"/> Central Library	<u>City Department</u>		
<input type="checkbox"/> Auditorium	\$50/90/130	<input checked="" type="checkbox"/> Branch Library Name	<u>Highland Hills Branch</u>
<input type="checkbox"/> Community Showcase	\$50/90/130	<input checked="" type="checkbox"/> Auditorium	\$25/30/50
<input type="checkbox"/> Dallas East Room	\$20/30/40	<input type="checkbox"/> Conference Room	\$10/15/20
<input type="checkbox"/> Dallas West Room	\$20/30/40	<input type="checkbox"/> Conference/Classroom	\$10/20/30
<input type="checkbox"/> Dallas East/West	\$40/60/80		
<input type="checkbox"/> Laurie Evans Studio	\$30/40/50		
<input type="checkbox"/> Hamon Training Room	\$125/225/425		
*Videoconferencing included			
<input type="checkbox"/> O'Hara Hall	\$50/90/130		
<input type="checkbox"/> McDermott Rooms	\$50/60/70		
<input type="checkbox"/> Norma & Don Stone Room	\$30/40/50		
			Total Cost \$<u>No Charge</u>

*AV equipment limited; see staff for details

*I hereby state that I understand and agree to all library policies governing use of meeting rooms.
 Organizer is responsible for any injury or damage to persons or property.*

Authorized Signature:  Print Name: Joseph Vu Date: 8/22/18

(Signature of a City employee authorized to sign payment vouchers – must be original form; faxes are not accepted for confirmation purpose)

Department Funding Information: Fund _____ Org _____ Obj Code _____

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Received by: _____

Notes: _____